

# PART 53

## FORMS

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☛ Agencies and the public may computer generate both standard and optional forms prescribed by the FAR if:

- The form is in an electronic format that complies with Federal Information Processing Standard Number 161, or
- There is no change to the name, content, or sequence of the data elements, and the form carries the Standard or Optional Form number and edition date. [FAC 90-29].

### 53.105 Computer generation.

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#### *FAR as of FAC 90-25*

(a) Agencies may computer-generate the standard and optional forms prescribed in the FAR without exception approval (see 53.103), providing there is no change to the name, content, or sequence of the data elements, and the form carries the standard or optional form number and edition date. ~~Agencies shall notify the FAR Secretariat of their decisions to computer-generate forms prescribed by the FAR.~~

(b) The forms prescribed by this regulation may be computer generated by the public. Unless prohibited by agency regulations, forms prescribed by agency FAR supplements may also be computer generated by the public. Computer generated forms shall ~~not~~ ~~change~~ the name, content, or sequence of the data elements, and shall carry the Standard or Optional Form or agency number and edition date (see 53.111).

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#### *FAR as revised*

(a) Agencies may computer-generate the Standard and Optional Forms prescribed in the FAR without exception approval (see 53.103), provided— **(1) the form is in an electronic format that complies with Federal Information Processing Standard Number 161;** or (2) there is no change to the name, content, or sequence of the data elements, and the form carries the Standard or Optional Form number and edition date.

(b) The forms prescribed by this Part may be computer generated by the public. Unless prohibited by agency regulations, forms prescribed by agency FAR supplements may also be computer generated by the public. Computer generated forms shall **either comply with Federal Information Processing Standard Number 161 or shall retain** the name, content, or sequence of the data elements, and shall carry the Standard or Optional Form or agency number and edition date (see 53.111).

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### 53.212 Acquisition of commercial items. [FAC 90-32]

***SF 1449 (OCT 1995), Solicitation/Contract/Order for Commercial Items. SF 1449 is prescribed for use in solicitations and contracts for commercial items. Agencies may prescribe additional detailed instructions for use of the form.***

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**53.213 Simplified acquisition procedures (SF's 18, 30, 44, 1165, OF's 347, 348).**

~~**53.213 Small purchases and other simplified purchase procedures (SF's 18, 30, 44, 1165, OF's 347, 348).**~~

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
The following forms are prescribed as stated below for use in <del>small purchases</del> ; orders under existing contracts or agreements, and orders from required sources of supplies and services;	The following forms are prescribed as stated below for use in <b>simplified acquisition procedures</b> , orders under existing contracts or agreements, and orders from required sources of supplies and services:
(a) SF 18 (Rev. <del>5/93</del> ), Request for Quotations. SF 18 prescribed in 53.215-1(a), shall be used in obtaining price, cost, delivery, and related information from suppliers <del>for small purchases</del> , as specified in 13.107(a).	(a) <i>SF 18 (Rev. <b>6/95</b>)</i> , <i>Request for Quotations</i> . SF 18 prescribed in 53.215-1(a), shall be used in obtaining price, cost, delivery, and related information from suppliers as specified in 13.107(a).
(b) SF 30, Amendment of Solicitation/Modification of Contract. SF 30, prescribed in 53.243, may be used for modifying purchase orders, as specified in 13.503 (b).	(b) <i>SF 30, Amendment of Solicitation/Modification of Contract</i> . SF 30, prescribed in 53.243, may be used for modifying purchase orders, as specified in 13.503 (b).
(c) SF 44 (Rev. 10/83), Purchase Order Invoice Voucher. SF 44 is prescribed for use in <del>small purchases</del> , as specified in 13.505-3.	(c) <i>SF 44 (Rev. 10/83), Purchase Order Invoice Voucher</i> . SF 44 is prescribed for use in <b>simplified acquisition procedures</b> , as specified in 13.505-3.
(d) SF 1165, Receipt for Cash-Subvoucher. SF 1165 (GAO) may be used for imprest fund purchases, as specified in 13.405(e).	(d) <i>SF 1165, Receipt for Cash-Subvoucher</i> . SF 1165 (GAO) may be used for imprest fund purchases, as specified in 13.405(e).
(e) OF 347 ( <del>10/83</del> ), Order for Supplies or Services, and OF 348 (10/83), Order for Supplies or Services-Schedule Continuation. OF's 347 and 348 (or approved agency forms) may be used as follows: (1) To accomplish <del>small purchases</del> , as specified in <del>13.505-1(a)-(2)</del> . (2) To establish blanket purchase agreements (BPA's), as specified in 13.203, and to make purchases under BPA's, as specified in 13.204(e)(3). (3) To issue orders under basic ordering agreements, as specified in 16.703(d)(2)(i). (4) As otherwise specified in this regulation (e.g., see 5.503(c), 8.405-2, 36.701(c), and 51.102(e)(3)(ii)).	(e) <i>OF 347 (<b>6/95</b>)</i> , <i>Order for Supplies or Services</i> , and <i>OF 348 (10/83), Order for Supplies or Services-Schedule Continuation</i> . OF's 347 and 348 (or approved agency forms) may be used as follows: (1) To accomplish <b>acquisitions under simplified acquisition procedures</b> , as specified in <b>13.505-1</b> . (2) To establish blanket purchase agreements (BPA's), as specified in 13.203, and to make purchases under BPA's, as specified in 13.204(e)(3). (3) To issue orders under basic ordering agreements, as specified in 16.703(d)(2)(i). (4) As otherwise specified in this regulation (e.g., see 5.503(c), 8.405-2, 36.701(c), and 51.102(e)(3)(ii)).

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### 53.215-1 Solicitation and receipt of proposals and quotations.

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#### *FAR as of FAC 90-25*

The following forms are prescribed, as stated below, for use in contracting by negotiation (except for construction, architect-engineer services, or ~~small purchases~~):

(a) SF 18 (Rev. ~~4/83~~), Request For Quotation. SF 18 is prescribed for use in obtaining price, cost, delivery, and related information from suppliers for negotiated acquisitions, as specified in 15.406-2(a)(2).

(b) SF 26 (Rev. 4/85), Award/Contract. SF 26 is prescribed for use in entering into negotiated contracts in which the signature of both parties on a single document is appropriate, as specified in 15.414(b).

(c) SF 30, Amendment of Solicitation/Modification of Contract. SF 30, prescribed in 53.243, shall be used for amending requests for quotations, as specified in 15.410.

(d) SF 33, Solicitation, Offer, and Award. SF 33, prescribed in 53.214(c), shall be used in connection with the solicitation and award of negotiated contracts. Award of such contracts may be made by either SF 33 or SF 26, as specified in 15.406-1(b) and 15.414.

(e) OF 336, Continuation Sheet. OF 336, prescribed in 53.214(h), may be used as a continuation sheet in solicitations, as specified in 15.406-2(b).

(f) SF 129, Solicitation Mailing List Application. SF 129, prescribed in 53.214(e), shall be used in establishing and maintaining lists of potential sources, as specified in 14.205-1(d).

(g) SF 1447, Solicitation/Contract. SF 1447 is prescribed for use in soliciting offers for supplies or services and for awarding contracts that result from the offers. It shall be used in connection with solicitations and contracts which use the simplified contract format (see 15.416) and may be used in place of the SF 26 or SF 33 with other solicitations (see 15.414(c)). Agencies may prescribe additional detailed instructions for use of the form.

#### *FAR as revised*

The following forms are prescribed, as stated below, for use in contracting by negotiation (except for construction, architect-engineer services, or **acquisitions made using simplified acquisition procedures**):

(a) SF 18 (Rev. **6/95**), Request For Quotation. SF 18 is prescribed for use in obtaining price, cost, delivery, and related information from suppliers for negotiated acquisitions, as specified in 15.406-2(a)(2).

(b) SF 26 (Rev. 4/85), Award/Contract. SF 26 is prescribed for use in entering into negotiated contracts in which the signature of both parties on a single document is appropriate, as specified in 15.414(b).

(c) SF 30, Amendment of Solicitation/Modification of Contract. SF 30, prescribed in 53.243, shall be used for amending requests for quotations, as specified in 15.410.

(d) SF 33, Solicitation, Offer, and Award. SF 33, prescribed in 53.214(c), shall be used in connection with the solicitation and award of negotiated contracts. Award of such contracts may be made by either SF 33 or SF 26, as specified in 15.406-1(b) and 15.414.

(e) OF 336, Continuation Sheet. OF 336, prescribed in 53.214(h), may be used as a continuation sheet in solicitations, as specified in 15.406-2(b).

(f) SF 129, Solicitation Mailing List Application. SF 129, prescribed in 53.214(e), shall be used in establishing and maintaining lists of potential sources, as specified in 14.205-1(d).

(g) SF 1447, Solicitation/Contract. SF 1447 is prescribed for use in soliciting offers for supplies or services and for awarding contracts that result from the offers. It shall be used in connection with solicitations and contracts which use the simplified contract format (see 15.416) and may be used in place of the SF 26 or SF 33 with other solicitations (see 15.414(c)). Agencies may prescribe additional detailed instructions for use of the form.

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**53.215-2 Price negotiation (SF's 1411 and 1448).**

**~~53.215-2 Price negotiation (SF's 1411, 1412).~~**

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
<p>The following standard forms are prescribed for use in connection with requirements for obtaining cost or pricing data from offerors or contractors, as specified in 15.804:</p> <p>(a) <i>SF 1411 (Rev. 7/87), Contract Pricing Proposal Cover Sheet.</i> (See 15.804-6(b).)</p> <p>(b) <del><i>SF 1412 (10/83), Claim for Exemption from Submission of Certified Cost or Pricing Data.</i></del> (See 15.804-3(e).)</p>	<p>The following standard forms are prescribed for use in connection with requirements for obtaining cost or pricing data <b>or information other than cost or pricing data</b> from offerors or contractors, as specified in 15.804:</p> <p>(a) SF 1411 (<b>Rev. OCT./95</b>), <i>Contract Pricing Proposal Cover Sheet (Cost or Pricing Data Required)</i>. (See 15.804-6(b)(1).) <b>SF 1411 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the loose-leaf edition of the FAR.</b></p> <p>(b) <b>SF 1448 (OCT/95), Proposal Cover Sheet (Cost or Pricing Data Not Required)</b>. (See 15.804-6(b)(2).) <b>SF 1448 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the loose-leaf edition of the FAR.</b> [FAC 90-32]</p>

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**53.219 Small business programs.**

**~~53.219 Small business and small disadvantaged business concerns.~~**

<i>FAR as of FAC 90-25</i>	<i>FAR as revised</i>
<p>The following standard forms are prescribed for use in reporting small business-subcontracting data, as specified in Part 19:</p> <p>(a) <i>SF 294 (Rev. 4/90), Subcontracting Report for Individual Contracts.</i> (See 19.704(a)(5).)</p> <p>(b) <i>SF 295 (Rev. 4/90), Summary Subcontract Report.</i> (See 19.704(a)(5).) SF 295 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the looseleaf edition of the FAR.</p>	<p>The following standard forms are prescribed for use in reporting <b>small, small disadvantaged and women-owned</b> small business subcontracting data, as specified in Part 19:</p> <p>(a) <i>SF 294 (Rev OCT 1995), Subcontracting Report for Individual Contracts.</i> (See 19.704(a)(5).)</p> <p>(b) <i>SF 295 (Rev OCT 1995), Summary Subcontract Report.</i> (See 19.704(a)(5).) SF 295 is authorized for local reproduction and a copy is furnished for this purpose in Part 53 of the loose-leaf edition of the FAR. [FAC 90-32]</p>

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**53.236-1 Construction.**

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*FAR as of FAC 90-25*

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The following forms are prescribed, as stated below, for use in contracting for construction, alteration, or repair, or dismantling, demolition, or removal of improvements.

(a) SF 1417 (Rev 8/90), Presolicitation Notice (Construction Contract). SF 1417 is prescribed for use in notifying prospective offerors of solicitations estimated to be \$100,000 or more and may be used if the proposed contract is estimated to be less than \$100,000, as specified in 36.701(a).

(b) SF 1420 (10/83), Performance Evaluation - Construction Contracts. SF 1420 is prescribed for use in evaluating and reporting on the performance of construction contractors within approved dollar thresholds and as otherwise specified in 36.701(e).

(c) Reserved.

(d) Reserved.

(e) SF 1442 (4/85), Solicitation, Offer and Award (Construction, Alteration, or Repair). SF 1442 is prescribed for use in soliciting offers and awarding contracts expected to exceed the ~~small-purchase limitation~~ for (1) construction, alteration, or repair, or (2) dismantling, demolition, or removal of improvements (and may be used for contracts within the ~~small-purchase limitation~~), as specified in 36.701(b).

(f) OF 347 (~~4/83~~), Order for Supplies or Services. OF 347, prescribed in 53.213(e), (or an approved agency form) may be used for contracts of ~~\$10,000 or less~~ for (1) construction, alteration, or repair, or (2) dismantling, demolition, or removal of improvements, as specified in 36.701(c).

(g) OF 1419 (11/88), Abstract of Offers-Construction, and OF 1419A (11/88), Abstract of Offers-Construction, Continuation Sheet. OF's 1419 and 1419A are prescribed for use in recording bids (and may be used for recording proposal information), as specified in 36.701(d).

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*FAR as revised*

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The following forms are prescribed, as stated below, for use in contracting for construction, alteration, or repair, or dismantling, demolition, or removal of improvements.

(a) SF 1417 (Rev. 8/90), Presolicitation Notice (Construction Contract). SF 1417 is prescribed for use in notifying prospective offerors of solicitations estimated to be \$100,000 or more and may be used if the proposed contract is estimated to be less than \$100,000, as specified in 36.701(a).

(b) SF 1420 (10/83), Performance Evaluation - Construction Contracts. SF 1420 is prescribed for use in evaluating and reporting on the performance of construction contractors within approved dollar thresholds and as otherwise specified in 36.701(e).

(c) Reserved.

(d) Reserved.

(e) SF 1442 (4/85), Solicitation, Offer and Award (Construction, Alteration, or Repair). SF 1442 is prescribed for use in soliciting offers and awarding contracts expected to exceed the **simplified acquisition threshold** for (1) construction, alteration, or repair, or (2) dismantling, demolition, or removal of improvements (and may be used for contracts within the **simplified acquisition threshold**), as specified in 36.701(b).

(f) OF 347 (**6/95**), Order for Supplies or Services. OF 347, prescribed in 53.213(e), (or an approved agency form) may be used for contracts **under the simplified acquisition threshold** for (1) construction, alteration, or repair, or (2) dismantling, demolition, or removal of improvements, as specified in 36.701(c).

(g) OF 1419 (11/88), Abstract of Offers-Construction, and OF 1419A (11/88), Abstract of Offers-Construction, Continuation Sheet. OF's 1419 and 1419A are prescribed for use in recording bids (and may be used for recording proposal information), as specified in 36.701(d).

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**53.301-18 SF 18 (Rev 6/95), Request for Quotations. [FAC 90-29]**

**53.301-294 SF 294 (Rev 10/95), Subcontracting Report for Individual Contracts.**  
[FAC 90-32]

**53.301-295 SF 295, (Rev 10/95), Summary Subcontract Report. [FAC 90-32]**

**53.302-347 OF 347 (Rev 6/95), Order for Supplies or Services. [FAC 90-29]**

**53.301-1449 (OCT 1995), Solicitation/Contract/Order for Commercial Items**  
[FAC 90-32]